

RENTAL PROPERTY REGISTRATION & RENEWAL APPLICATION



City of Orchard Lake Village

3955 Orchard Lake Rd
Orchard Lake MI 48323
248-682-2400

APPLICATION MUST BE FILLED OUT COMPLETELY

For Office Use Only:
CR Number: _____

Please Note:

A registration fee must accompany this application. See reverse for fees. Upon inspection and approval by the inspector, a two (2) year certificate of complinace will be issued.

RENTAL PROPERTY INFORMATION

REQUIRED

Parcel Identification #: _____ New Application Renewal Amendment to Information
(LEAVE BLANK IF UNKNOWN)

Rental Property Address: _____

PROPERTY TYPE:

- Single-Family Home
- Multi-Unit

ACCESSORY STRUCTURE:

- Detached garage, large shed or other outbuilding 200 sq. ft. or larger

PROPERTY OWNER INFORMATION

REQUIRED

PROPERTY OWNER TYPE (check one):

- Individual(s) Sole Proprietorship Limited Liability Company (LLC)
- Corporation Trust Limited Liability Partnership
- Other: _____

IF THE OWNER IS A CORPORATION, PARTNERSHIP, LLC, ETC., THE NAMES, ADDRESSES & PHONE NUMBERS OF THE PRINCIPALS ARE TO BE PROVIDED AS AN ATTACHMENT.

Legal Owner Name(s): _____
PRINT OR TYPE - MUST MATCH ASSESSING RECORDS

Resident Agent Name (if applicable): _____

Address: _____ City: _____ State: _____ Zip Code: _____

Phone (primary): _____ Cell: _____ Email Address: _____

Driver's License Number: _____ State of issue: _____ Date of Birth: _____

I, the undersigned, verify that that the information on this application is accurate, that if any changes to this information occur I will update the City in writing within 30 days, that I agree to safety and maintenance inspections to ensure building safety and herby acknowledge that no certificate will be issued until all code requirements are met.

SIGNATURE: _____ **DATE:** _____

PROPERTY MANAGER INFORMATION

PROPERTY MANAGER INFORMATION REQUIRED IF OWNER LIVES MORE THAN 30 MILES FROM THE RENTAL PROPERTY

REQUIRED IF APPLICABLE

Company Name: _____ PRINT OR TYPE Manager's Name: _____ PRINT OR TYPE

Address: _____ City: _____ State: _____ Zip Code: _____

Office Phone: _____ Cell: _____ Email Address: _____

Driver's License Number: _____ State of issue: _____ Date of Birth: _____

SIGNATURE: _____ **DATE:** _____

NOT CURRENTLY OCCUPIED

TENANT INFORMATION

Tenant Name: _____

License Expiration: _____

Phone (primary): _____ Cell: _____ Email Address: _____

Driver's License Number: _____ State of issue: _____ Date of Birth: _____



RENTAL PROPERTY FEES

<u>APPLICATION FEE</u>			
<i>AN APPLICATION FEE IS OWED FOR BOTH NEW AND RENEWAL RENTAL PROPERTIES OF ALL PROPERTY TYPES</i>			
APPLICATION FEE	Number of Buildings: _____	\$125.00 <i>(PER BUILDING)</i>	\$
<u>REGISTRATION FEE</u>			
NUMBER OF BUILDINGS <i>(CHECK ALL THAT APPLY)</i>	PROPERTY TYPE	FEE <i>(PER BUILDING)</i>	TOTAL
	Single Family Home	\$50.00	\$
	Apartment Complex Multi-Unit Building	\$200.00	
	Accessory Structure <i>Detached Garage, large shed or other outbuilding over 200 sq. ft.</i>	\$75.00	\$
	Late Fee	\$25.00	\$
TOTAL REGISTRATION FEE			\$
TOTAL APPLICATION FEE			\$
GRAND TOTAL			\$

****Note:**

A re-inspection fee of \$75 will be charged for any lockouts, re-inspections (after 2nd inspection), and all subsequent inspections required to bring property into compliance.

Late fees are assessed if the application and fees are not received before the current expiration date. If the renewal is not completed within fifteen (15) days after the renewal date, or a new application is not completed within thirty (30) days of the application date.

Please make check payable to: City of Orchard Lake Village

**Mail completed application and check to: City of Orchard Lake Village
3955 Orchard Lake Rd
Orchard Lake MI 48323**